

**RESTRICTED**

Approved For Release 1999/08/27 : CIA-RDP78-03985A000500040084-7

Employee Suggestion - Number 153

A. Information about the Suggestor:

25X1A6a

[REDACTED], GS-9, Intelligence Officer, [REDACTED]

25X1A9a

B. Summary of the Suggestion:

The suggestor proposes the development of a more efficient arrangement and utilization of duplicating facilities for DD/P Offices.

C. Proposed Changes:

One individual given full responsibility for care and maintenance of rooms and equipment used for duplicating copies to provide for continuity in production, availability of supplies and better scheduling of work.

Set up an additional copying machine in a separate room where its use would not interfere with the operation of other equipment which must be used in a lighted room.

Build shelves or racks to hold various types of paper to provide a better flow of work and economy in motions.

D. Evaluation:

The General Services Office has supplied the following evaluation:

"... suggestions are a reiteration and testimony to the need for centralized functional responsibility of reproduction facilities. . . The Office of General Services has recently taken over the operation of the reproduction facility of BI/DD/P at their request to solve such problems as mentioned in the suggestions. . . The suggestions are all good ones. . . . For your information a sub-unit is planned in the DD/I area." The Chief of Administration, DD/P states that "The suggestion has merit and would possibly pay a small cash award." That office further goes on to state that "When we agree for a Division or two Divisions jointly to have a copying device, the Divisions concerned should be required to make proper installation and to train the employee or employees who will use the device. Further, that the room would be properly equipped with light-proof boxes, racks, etc."

E. Notes:

It is recommended that an award to the suggestor be considered by the Committee with the amount being determined in keeping with with the Scale of Awards with Intangible Benefits.

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